

## **Yellow Medicine County Board Minutes**

December 23, 2003

Chairman Gary Johnson called this regular meeting to order at 11:12 a.m. with Commissioners Louis Sherlin, Lynn Anderson, Jane Remiger, and Ron Antony present. Administrator John Chattin, Bethany Norgaard and Robert Wolfington of the Marshall Independent, and Dan McGonigle of the Granite Falls Advocate Tribune were also present.

**12-23-03-01** Motion by Mr. Anderson and second by Mr. Sherlin to approve the agenda with the addition of: Extension computer purchase; additional County Attorney invoice; and Planning and Zoning Administrator hiring status. Carried.

It was noted that the December 4<sup>th</sup> minutes had previously been approved.

**12-23-03-02** Motion by Mr. Sherlin and second by Mr. Antony to approve the consent agenda as presented consisting of the December 15, 2003 minutes. Carried.

**12-23-03-03** Motion by Mr. Antony and second by Ms. Remiger to approve the purchase of a new computer by Extension for \$982.80, as presented and within their current budget. Carried.

Mr. Johnson gave reports on the Upper Minnesota Valley Regional Development Commission's Executive Committee meeting, Prairie V, and Pioneerland Library. Mr. Sherlin attended a Western Minnesota Prairie Waters meeting. Ms. Remiger reported on a railroad meeting. Mr. Antony gave updates on ICS, an ATP meeting attended with County engineering staff, and Planning and Zoning Administrator interviews. Mr. Anderson attended a meeting of the Prairie Lakes Detention Center.

There were no citizens present to be heard.

Don and Ellie Beman from the Canby News and Tim Douglas from the Granite Falls Advocate Tribune were present to consider the 2004 publishing agreement.

**12-23-03-04** Motion by Mr. Sherlin and second by Mr. Anderson to designate the Canby News as the official County newspaper for 2004 with a publication rate of \$6.90 per column inch. Carried.

**12-23-02-05** Motion by Mr. Antony and second by Ms. Remiger to adopt Policy 101 – County Organizational Chart as presented. Carried.

**12-23-03-06** Motion by Mr. Anderson and second by Mr. Sherlin to adopt Policy 402 – Adherence to Annual Budget as presented. Carried.

Ms. Remiger updated the Board on the search for a Planning and Zoning Administrator. Three additional candidates were interviewed on the 19<sup>th</sup> with one candidate remaining as a possibility.

Mr. Johnson recessed the meeting for lunch at 11:55 a.m. and reconvened the meeting at 1:00 p.m.

**12-23-03-07** Motion by Mr. Anderson and second by Ms. Remiger to reopen the search for a Planning and Zoning Administrator. Carried.

Engineer John Johnson and Assistant Engineer Steve Schaub were present to open bids for milling and bituminous overlay projects. Mr. Schaub left to verify the bids received.

**12-23-03-08** Motion by Mr. Sherlin and second by Mr. Antony to approve final payment on project CP 08-20 to R & G Construction for \$17,158.56, bringing the final project expense to \$408,941.52. Carried.

**12-23-03-09** Motion by Ms. Remiger and second by Mr. Sherlin to approve advertising for seasonal requirement bids. Carried.

A list of “authorizations” previously approved by the Board on an annual basis for the highway department was discussed. Neither Mr. Chattin nor Engineer Johnson knew of a basis for making the authorizations, outside of tradition.

**12-23-03-10** Motion by Ms. Remiger and second by Mr. Anderson to eliminate the need for the annual “authorizations”. Carried with Mr. Antony voting against the motion.

There was some discussion on County purchasing policies. Mr. Chattin will research what currently exists.

Engineer Johnson noted that he had received a memo informing him that the highway department Web page needed to be removed from the County’s server. Mr. Schaub discussed the status of the memorial park trail with the Board.

**12-23-03-11** Motion by Mr. Sherlin and second by Mr. Anderson to award the bid for milling and bituminous overlays to Duinink Bros., Inc. for \$122,675.28. Carried.

Fiscal Officer Lois Bonde presented several items for the Board’s consideration.

**12-23-03-12** Motion by Mr. Sherlin and second by Mr. Anderson to transfer \$7,491.25 from the Revenue Fund to the Bond Fund to cover shortfalls. Carried.

**12-23-03-13** Motion by Mr. Antony and second by Ms. Remiger to amend the 2003 budget to allow for \$13,480 in revenues and expenses related to CWP grants. Carried.

**12-23-03-14** Motion by Mr. Sherlin and second by Ms. Remiger to transfer the 2003 forfeited land sales proceeds of \$2,000 to the Tax and Penalty Fund for tax settlement in January of 2004. Carried.

**12-23-03-15** Motion by Mr. Sherlin and second by Mr. Anderson to amend three GASB policies as presented. Carried.

**12-23-03-16** Motion by Ms. Remiger and second by Mr. Antony to adopt seven additional GASB 34 policies as presented. Carried.

The final 2004 County levy was discussed. Commissioners had hoped to minimize any levy increase. As present, the net proposed levy would increase \$281,835, representing a 5.1% increase in the net levy. Mr. Chattin noted that the levy increase was still far less than the revenue cuts imposed by the state and that the County would have less total levy dollars available in 2004 than they had in 2003.

**12-23-03-17** Motion by Mr. Sherlin and second by Mr. Antony to adopt the 2004 proposed levy as presented totaling \$6,610,071. Carried with Mr. Anderson voting in opposition.

The proposed 2004 budget, reflecting an overall deficit in the Revenue, Road and Bridge, and Family Services funds of \$93,428 was discussed at length. A motion to approve the budget, without the D.A.R.E. program, was made and seconded but withdrawn pending further discussion.

Mr. Antony presented a request from ICS for \$100 in annual dues.

**12-23-03-18** Motion by Ms. Remiger and second by Mr. Antony to approve 2004 ICS dues of \$100. Carried.

**12-23-03-19** Motion by Mr. Sherlin and second by Mr. Antony to approve the expenditures as presented totaling: Revenue Fund - \$39,003.88; Road and Bridge Fund - \$128,707.24; and Ditch Fund - \$906.25. Carried.

**12-23-03-20** Motion by Mr. Antony and second by Mr. Sherlin to approve an additional payment request of \$6,305 from the County Attorney. After additional discussion, the motion carried with Mr. Anderson and Mr. Johnson voting against the motion.

**12-23-03-21** Motion by Mr. Sherlin and second by Ms. Remiger to change the first County Board meeting for 2004 to January 6, 2004 at 2:00 p.m. Carried.

Mr. Johnson asked that a review of outside meetings be added to future agendas.

Mr. Chattin asked to have agenda mailing dates changed from the Thursday prior to a Board meeting to the Friday prior. The Board approved that request.

A proposed earnest money contract, and considerations developed by the County Attorney, relating to the purchase of a building in Clarkfield, currently housing County Extension and Planning and Zoning offices, were discussed.

**12-23-03-22** Motion by Mr. Antony and second by Mr. Sherlin to purchase the building for \$175,000, per the agreement presented, and to have the County Attorney obtain title insurance on the property. Carried.

Auditor/Treasurer Carolyn Sherlin reported on her contacts with the state concerning library maintenance of effort requirements. The \$53,095 budgeted would be the County's minimum effort.

**12-23-03-23** Motion by Mr. Sherlin and second by Mr. Antony to approve the 2004 budget as presented, except for the deletion of D.A.R.E. revenues and expenses, as follows:

<u><b>Fund</b></u>	<u><b>Revenues</b></u>	<u><b>Expenditures</b></u>
Revenue	\$4,349,293	\$4,412,574
Road & Bridge	\$2,794,180	\$2,793,542
Welfare	\$3,161,315	\$3,192,100
Ditch	\$ 236,300	\$ 148,301
Bond	\$ 285,350	\$ 217,693

Carried with Mr. Anderson voting against the motion.

Mr. Chattin updated the Board on several issues.

Mr. Johnson presented a letter from the MPCA for Mr. Chattin to forward to the County Attorney for review and action.

**12-23-03-24** Motion by Mr. Sherlin and second by Mr. Anderson to adjourn the meeting at 2:52 p.m. Carried.

Witness:

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Gary Johnson, Chairman

Attest:

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Carolyn Sherlin, Auditor/Treasurer